

GENERAL SUBJECT:		NUMBER:
MISCELLANEOUS MATERIALS RECORDS AND REPORTS		MD 244-05
SPECIFIC SUBJECT:		DATE:
MATERIALS NOTEBOOKS (PROJECT MATERIALS RECORDS)		June 9, 2005
DIRECTED TO:	SIGNATURE:	
District Administrators	Andrew Mergenmeier, PE	
	Signature on original copy of memorandum	

This update is proposed to inform Department personnel of the availability and accessibility of the digital file for the Materials Notebook, to encourage the use of the digital file, and to specify the minimum frequency of reviewing the Materials Notebook. It also advises when the TL-109 for prestressed materials should be sent to Central Office, Materials Division, Structure Section.

Revise Materials Division Manual of Instructions Section 803.67 (c) by deleting all existing paragraphs and replacing with paragraphs below.

(c) Materials Notebooks (Project Materials Records)

Inspectors shall keep records of materials received and used on a project for reference and review. These records may be in the form of bound materials notebooks, or other types of records as directed by the State Materials Engineer. A separate document, containing a complete record of all the materials used on the contract, and a record of the tests covering such materials, must be kept for each project. If the record is in the form of a notebook, it must be marked "MATERIALS NOTEBOOK", and is to contain no other data.

Indexed materials notebooks, with proper headings for required information, are available on request from the District Materials Office or online using the VDOT Portal.

The estimated quantities of materials must be recorded on the summary page of the material notebook. A separate record shall be kept for each type of material shown in the list of estimated quantities. The inspector must visually inspect all material received on a job. He shall record in the "Remarks" column of the proper section in the project materials notebook that such visual inspection has been made.

At the completion of the project, an accurate summary of the actual quantities of each type of material tested and used must be shown in the front of the materials notebook adjacent to the list of estimated quantities. The amount of material recorded as tested and received on the job must equal or exceed the amount used. The statement of actual quantities used will be checked against the quantities shown on the final voucher, and MUST AGREE. Only those test reports received from the Materials Division and authorized commercial laboratories shall be entered in the materials notebook, except as noted herein.

The Resident Engineer, Area Construction Engineer and/or District Materials Engineer or their designee shall inspect the project materials record for each job every 12 months with a minimum of one inspection per project. This inspection frequency does not supersede project record reviews as indicated in the VDOT Construction Manual – Appendix C. When an Inspector is assigned to a project, the Resident Engineer and District Materials Engineer shall make certain that the Inspector is thoroughly familiar with, and understands, the instructions for the proper keeping of the project materials records.

It is absolutely essential that prestressed concrete plant materials records be kept separate from project materials records. Quantities of materials used in prestressed concrete work will be included ONLY in the Plant Inspector's materials record. The Inspector's copy of all test reports issued for materials for this work will be sent to the Plant Inspector. If the project Inspector receives test reports for material that has obviously been used by a prestress plant, he should make every effort to see that the reports are promptly sent to the plant Inspector.

Upon the completion of each job and after thoroughly checking the contents, the Inspector shall send the materials record to the District Drafting Room together with other project records. The District Materials Engineer shall then check the Inspector's project materials record for accuracy and for the proper balance between the estimated quantities, amounts used, and amounts tested.

After checking by the District Materials Engineer, the District Contract Control Technician shall forward to the District Drafting Room for filing with other project records. In the case of prestressed concrete, the plant inspector, after completion of product fabrication shall send three (3) copies of the TL-109 inspection reports to the Central Office Materials, Structures Section within 30 days of final shipment. This is to ensure that the product complies with Road and Bridge Specifications. Additionally, this also confirms product fabrication completion and delivery at project site for project tracking.

cy:

Commissioner
Chief Engineer
Division Administrators
Resident Engineers
District Materials Engineers
District Construction Engineers
District Maintenance Engineers
American Concrete Paving Association
NE Chapter, Southern Region

Virginia Asphalt Association Virginia Dept. of Minority Business Enterprise Virginia Ready-Mixed Concrete Association Federal Highway Administration Virginia Transportation Construction Alliance Precast Concrete Association of Virginia